

Posted
27 Jun 00
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Change
No. 2

KNGR 635-100
State of Kansas, Military Department
The Adjutant General's Office
Topeka, Kansas, 10 October 1977

PERSONNEL SEPARATIONS

TERMINATION OF APPOINTMENT AND WITHDRAWAL OF FEDERAL RECOGNITION

THIS CHANGE UPDATES KNGR 635-100 FOR ALL KANSAS ARMY NATIONAL GUARD UNITS

KNGR 635-100, dated 4 February 1977 is changed as follows:

1. Material which has been changed is indicated by the symbol "+".
2. Insert the following pages in sequence and remove pages as shown below:

Old Pages

✓ 1 & 2
Appendix E

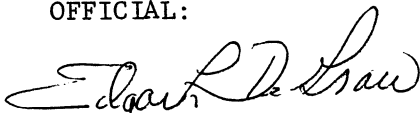
New Pages

+1 & +2
Appendix E
Appendix F

3. This sheet to be filed in front of the publication for reference purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:



EDGAR L. DeGRAW
BG, AGC, Kan ARNG
Asst Adjutant General

EDWARD R. FRY
Major General, Kans ANG
The Adjutant General

DISTRIBUTION:

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Posted
27 Jan 00
JMT

Change
No. 1

KNGR 635-100
State of Kansas, Military Department
The Adjutant General's Office
Topeka, Kansas, 3 March 1977

PERSONNEL SEPARATIONS

TERMINATION OF APPOINTMENT AND WITHDRAWAL OF FEDERAL RECOGNITION

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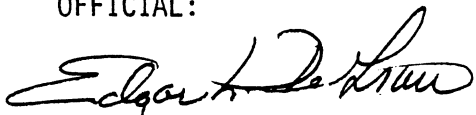
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INCLUDES CURRENT PAGES FROM CHANGES 1 & 2

Kansas National Guard Regulation
Number 635-100 (Army)

*KNGR 635-100
C-2

State of Kansas, Military Department
The Adjutant General's Office
Topeka, Kansas, 3 March 1977

PERSONNEL SEPARATIONS

TERMINATION OF APPOINTMENT AND WITHDRAWAL OF FEDERAL RECOGNITION

THIS REGULATION IMPLEMENTS NGR 635-100, CLARIFIES CERTAIN PORTIONS OF NGR 635-100 AND SETS POLICY OF THE ADJUTANT GENERAL PERTAINING TO SEPARATION AND RETENTION OF COMMISSIONED OFFICERS FOR UNITS OF THE KANSAS ARMY NATIONAL GUARD.

1. Policy. Termination of appointment and withdrawal of Federal recognition of commissioned officers in the Kansas Army National Guard will be in accordance with NGR 635-100 and policies announced by National Guard Bureau. Terminating an appointment of a commissioned officer is the function of The Adjutant General's Office.

+2. Request For Termination. A commissioned officer who desires to resign from the Kansas Army National Guard will submit his resignation to his immediate commander in the format shown in Appendices A thru C, whichever is applicable. The immediate commander will interview the officer to determine reasons for his resignation. The commander will indicate these reasons in his forwarding indorsement, and inclose a certificate of property clearance (Appendix D). Forward through normal military channels to this office, ATTN: ARP.

3. Status and Reports of Commissioned Officer Deaths.

- a. All appointments are automatically terminated upon death.
- b. Reports of death will be accomplished in accordance with KNKR 638-1.

4. Separation Documents.

a. NGB Form 22 (Report of Separation and Record of Service) and NGB Form 22-1 (Request/Decline Copy of NGB Form 22, Narrative Reason for Separation) will be prepared for each Officer and Warrant Officer being separated from the Kansas Army National Guard. The original copies of both forms will be furnished the officer if he requested a copy as indicated on NGB Form 22-1. Duplicate and triplicate copies will be filled in the MPRJ and forwarded to AGKS-ARP per instructions provided in the separation orders. In those cases where an officer declines a copy all copies will be filed in MPRJ prior to forwarded to ARP.

*This regulation supersedes KNKR 635-100, dated 27 September 1976.

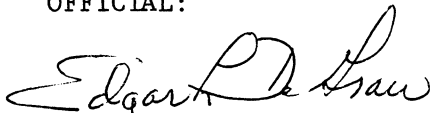
b. Items on NGB Form 22 which are applicable to enlisted personnel only will be completed by entering "N/A". The reason and authority for separation will be as shown on special orders effecting officer' separation.

c. Examples of separation documents are at Appendices E and F.

THE PROPONENT OF THIS REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-ARP, P. O. Box C-300, TOPEKA KANSAS 66601

BY ORDER OF THE GOVERNOR:

OFFICIAL:



EDGAR L. DeGRAW
BG, AGC, Kan ARNG
Asst Adjutant General

EDWARD R. FRY
Major General, Kans ANG
The Adjutant General

DISTRIBUTION:

A

SUBJECT: Resignation from the Army National Guard and as a Reserve of the Army

(Immediate Commander)

1. I, John Doe, CPT, SSN 000-00-0000, hereby tender by concurrent resignation as an officer of the _____ Army National Guard and as a Reserve of the Army, under the provisions of _____, NGR 635-100, effective _____. I do (not) have a remaining reserve obligation.

2. I understand that my separation as a Reserve Officer of the Army is contingent upon its acceptance by the Commander, RCPAC.

3. My current address is: _____

4. Request effective date of separation: _____

(SIGNATURE BLOCK OF OFFICER)

NOTE: Immediate commander will include Appendix D as inclosure to his indorsement.

SUBJECT: Resignation from the Army National Guard to Transfer to the US Army Reserve Control Group

(Immediate Commander)

1. I, John Doe, 2LT, Infantry, SSN 000-00-0000, hereby tender my resignation as an officer of the _____ ARNG, under the provisions of _____ (State) NGR 635-100 and request transfer to the Army Reserve with as-
(para)
signment to the USAR Control Group _____ un-
(specify annual training or reinforcement)
der the provisions of AR 140-10. I do (not) have a remaining reserve obligation.

2. My current address is:

3. Request effective date of separation: _____

(SIGNATURE BLOCK OF OFFICER)

SUBJECT: Resignation from the Army National Guard to Transfer to the Retired Reserve

(Immediate Commander)

1. I, John Doe, LTC, Infantry, SSN 000-00-0000, hereby tender my resignation as an officer of the _____ Army National Guard under the provisions of _____ (State) NGR 635-100, and request that I be transferred to the Army Reserve with assignment to the USAR Control Group (Retired) effective _____. I do (not) have a remaining reserve obligation.

2. In electing this transfer, I am aware that I am (not) qualified for retired pay at age 60 under the provisions of AR 135-180, and have (not) been issued a letter of notifying me of such eligibility.

3. My current address is: _____

4. Request effective date of separation: _____

(SIGNATURE BLOCK OF OFFICER)

CERTIFICATE

(NAME, SSAN, RANK, BRANCH, UNIT OF ASSIGNMENT) has requested separation from the Kansas Army National Guard. My signature below attests to the fact that:

1. Individual has been cleared of all organizational, state and Federal property. (See note 2 below)
2. Individual *(has) *(has not) been issued DD Form 2A (Res) Identification Card. **ID Card number _____ has been forwarded to the issuing authority for disposition in accordance with KNGR 606-1.
3. Individual *(is) *(is not) a Unit, Battalion or Activity Property Book Officer, **and has been cleared for all state and Federal property for which he was responsible.

(Signature of Immediate Commander)

- * Delete inappropriate remark
** Continue comment if applicable

NOTE 1: DD Form 2A (Res) will be attached as an inclosure by the immediate commander and forwarded to next higher headquarters for destruction.

NOTE 2: Members on flying status may have certain selected items of equipment on loan from either the Army Aviation Flight Activity or Support Facility. Therefore, before signing this certificate, the appropriate activity should be contacted to determine if the member had in fact cleared his records with that activity. Without that contact, only a limited clearance can be given.

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
REPORT OF SEPARATION AND RECORD OF SERVICE

PRIVACY ACT STATEMENT

1. Authority: 10 USC, 275, Executive Order 9397
2. Purpose: Discharge separate a member from (active and inactive) National Guard Status.
3. Routine uses: Used to terminate active or inactive status of National Guard members. Completed form is filled in individual's Master Military Personnel Record before it is retired. This form contains information pertinent to individual's military service and the authority and cause for discharge, and should be treated as for official use only. It is a permanent document in the retired Master Military Personnel Record.
4. Disclosure: Mandatory. Individual could be denied future participation in military services if all items are not completed.

REPORT OF SEPARATION AND RECORD OF SERVICE IN THE <u>ARMY</u> NATIONAL GUARD OF <u>KANSAS</u> AND AS A RESERVE OF THE <u>2nd</u>									
1. LAST NAME - FIRST NAME - MIDDLE NAME DOE, Pete Moss				2. SEX M	3. SOCIAL SECURITY NUMBER 000 00 0000		4. DATE OF BIRTH 38 Sep 2		
5. DEPARTMENT, COMPONENT AND BRANCH Army, KanARNG				6a. GRADE CPT		6b. PAY GRADE 0-3		7. DATE OF RANK 73 Jan 16	
8a. STATION OR INSTALLATION AT WHICH EFFECTED HHC (-), 99th Infantry Brigade, Topeka, KS									
8b. AUTHORITY AND REASON Orders 78-4, TAGO, Incompatible Occupation							8c. EFFECTIVE DATE 77 2 3		
8d. CHARACTER OF SERVICE Honorable					8e. TYPE OF CERTIFICATE USED NGB Form 55a			9. REENLISTMENT ELIGIBILITY N/A	
10. COMMAND TO WHICH TRANSFERRED N/A					11. RECORD OF SERVICE			YEARS	MONTHS
12. TERMINAL DATE OF RESERVE/ MILITARY SERVICE OBLIGATION YEAR MONTH DAY N/A N/A N/A					13. PRIMARY AFSC/MOS/SSI AND TITLE 35B00 Asst S-2			(a) NET SERVICE THIS PERIOD 4 0 18	
								(b) PRIOR SERVICE 6 0 2	
								(c) TOTAL SERVICE FOR PAY 10 0 20	
14. SECONDARY AFSC/MOS/SSI AND TITLE 11B00 Plt Ldr					15. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED (In Years) SECONDARY/HIGH SCHOOL 12 YRS (1-12 grades) COLLEGE 4 YRS				
16. SERVICEMAN'S GROUP LIFE INSURANCE COVERAGE <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> \$ 5,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> \$15,000 <input checked="" type="checkbox"/> \$20,000 <input type="checkbox"/> NONE			17. PERSONNEL SECURITY INVESTIGATION a. TYPE SECRET NAC		b. DATE COMPLETED 4 Mar 73		18. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED THIS PERIOD (State Awards may be included) ARCOM		
19. REMARKS NGB Form 55a mailed to off at address in item 20 by registered mail. Off assigned to USAR Control Group.									
20. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and Zip Code) 000 S. 132d St. Topeka, KS 66602						21. SIGNATURE OF PERSON BEING SEPARATED Pete M Doe			
22. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER Glenn R. Rimms, LTC, Commanding						23. SIGNATURE OF OFFICER AUTHORIZED TO SIGN Glenn R. Rimms			

Request/Decline Copy of NGB Form 22 (Report of Separation and Record of Service),
Narrative Reason for Separation

TO Cpt Pete M Doe
000-00-0000

FROM HHC (-), 99th Infantry Brigade
Topeka, KS 66601

1. Department of the Army policy provides that each individual being separated from the Army National Guard makes a written request for copy of NGB Form 22 (Report of Separation and Record of Service).
2. If you decline a copy of NGB Form 22, the copy will be retained in your military personnel records jacket.
3. Department of the Army policy provides that each individual being separated from the Army National Guard, who receives an NGB Form 22, also be offered a separate document indicating the narrative reason for his separation.
4. You are hereby informed that if you desire to receive a copy of this document explaining the reason for your separation, it will be made available to you prior to separation. You are further advised of the following: That the option statement explaining the reason and authority for your separation could be of assistance to you in securing employment or acceptance of enrollment in a civilian institution after discharge.

FOR THE COMMANDER:

Name, Grade, Title
James J. Jones
1st Lt, Executive Officer

Authorized signature



☒ request

☐ decline copies of my NGB Form 22

☐ request

☐ decline a copy of a separation document explaining the reason for my separation from the Army National Guard.

Signature of Individual Discharged and Date

The reason for your separation on 3 Feb 1977 was

Incompatible Occupation

A copy of this Form will be attached to each copy of NGB Form 22.